

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0060897	10. Budget Program Number EA29305		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Human Services Counselor			
3. Division East Region		12. Proposed Class Title			
4. Section Integrated Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Vocational Rehabilitation Services		14. Effective Date			
6. Location (address where employee works) City Pittsburg County Crawford		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Jennifer Graber	Rehabilitation Manager	K0172290

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jennifer Graber	Rehabilitation Manager	K0172290

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has wide latitude for carrying out responsibilities. The counselor uses the Rehabilitation Services Policy Manual to identify applicable policies and regulations, which may be complex or technical in nature and which require careful interpretation on the part of the employee. Instructions are provided verbally or in writing/media of choice. The supervisor meets with the counselor at least monthly for a general outline of the work to be performed. The work requires initiative, independent judgment, and accountability for timeliness, expenditures and outcome. The employee is required to handle many administrative details independently.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

In addition to the tasks listed below, this position is expected to:

- Comply with the Rehabilitation Services (RS) professional conduct expectations.
- Demonstrate leadership in carrying out the Department for Children and Families (DCF) mission and strategic objectives and in communicating these values with peers, customers, partners and the general public
- Demonstrate leadership in carrying out and communicating the goals and priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities
- Ensures that each client has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services
- Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth
- Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency
- Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business
- Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity
- Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and RS staff; and work cooperatively with peers, staff, customers, community partners and the general public.

No. Each Task and Indicate Percent of Time	E or M	
1. <u>20%</u>	<u>E</u>	<p><u>Comprehensive Diagnostic Study and Eligibility Determination</u> Conducts in-depth counseling interviews with persons with disabilities to obtain information regarding medical and family history, social functioning, education, work experience, self-perception, attitudes, financial resources, and vocational interests in order to assess each applicant's employment-related assets and barriers. Works with the medical community and vocational assessment experts to obtain appropriate medical, psychological, and vocational diagnostic services needed for eligibility determination. Explains agency services, eligibility guidelines, and client's rights and responsibilities.</p> <p>Collects and analyzes medical, psychological, vocational records and reports to determine the nature and severity of disabilities and resulting functional limitations. Confers with RS Manage, RS Program Administrator, Medical/Psychological consultants, and other medical community resources regarding any aspects of medical, psychological, or vocational information needing clarification. Determines eligibility within 60 days and develops an appropriate eligibility certificate which documents how the impairment and any other factors constitute a substantial impediment to employment and why vocational rehabilitation services are required to enable the applicant to prepare for, enter, engage in or retain gainful employment. Completes comprehensive analysis of functional limitations, services needed, and anticipated length of services to determine the individual's priority category designation for Order of Selection and potential waiting lists for services. The RS Program Administrator and/or Manager review cases for compliance with policies and procedures.</p>
2. <u>30%</u>	<u>E</u>	<p><u>Formulation and Execution of the Individual Plan for Employment (IPE)</u> Counsels with clients to negotiate and develop an IPE, placing emphasis on the determination and achievement of an appropriate vocational goal through client participation. IPE development must be completed within 120 days of eligibility determination. Establishes objectives and services consistent with the vocational impediments described in the Certificate of Eligibility and the Summary of Substantial Impediments to Employment. Establishes time frames for each service listed on the IPE. Develops evaluation criteria to measure the accomplishments of the IPE objectives.</p> <p>Proactively initiates ongoing contact with clients to facilitate progress through the rehabilitation process resulting in successful employment. Counsels clients in resolving a wide range of situations such as employer and co-worker relationships, housing accommodations transportation needs, training program completion, and adjustment to disability.</p>

No. Each Task and Indicate Percent of Time	E or M	
3. <u>10%</u>	<u>E</u>	<p>The RS Program Administrator and/or Manager review progress at least quarterly for compliance with policies and procedures and client satisfaction.</p> <p><u>Job Placement</u> Facilitates suitable vocational placement in competitive, integrated employment. Interprets labor market data. Provides labor market information to clients and trains them in job seeking skills. Explains job incentives such as on-the-job training and tax credits for employers. Develops jobs in coordination with employers and human service providers to insure availability of job openings for clients. Meets agency production goals to include number of rehabilitations, rehabilitation rate and average wages. The RS Program Administrator and/or Manager review progress at least quarterly for employer development and direct placement activities.</p>
4. <u>15%</u>	<u>E</u>	<p><u>Financial Accountability</u> Independently authorizes expenditures of case service funds (within spending authorities) to ensure quality and cost effective rehabilitation outcomes. When required, seeks supervisory approval for expenditures higher than the counselor's authority and exceptions to policy. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases of prosthetic appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer equipment and other planned services. Analyzes client's economic need to determine participation in cost of services. Uses knowledge of community resources and accesses other financial resources (comparable benefits analysis required by federal regulations) to reduce the RS share of costs. The RS Program Administrator and/or Manager review cases for compliance.</p>
5. <u>15%</u>	<u>E</u>	<p><u>Documentation and Closure Decision</u> Organizes external source documents, such as medical records and vocational tests, into a case file. Prepares narrative to document significant client contacts for the case file to establish a record of client progress. Includes documentation of significant counseling and guidance provided, including facilitation of informed choice. Establishes and records in the case file the rationale for case closure and that substantial rehabilitation services were provided to achieve suitable employment. Documents client participation in the closure decision and client notification of appeal rights. The RS Program Administrator and/or Manager review cases for compliance with policies and procedures.</p>
6. <u>5%</u>	<u>E</u>	<p><u>Community Outreach</u> Establishes and maintains liaison and provides technical assistance regarding disability and independence through employment to clients, their family and support systems, community resources, businesses, government agencies, schools, health care facilities, attorneys, physicians, and social workers to educate and advocate on behalf of persons with disabilities. Provides information about rehabilitation programs and services to physicians, service providers, employers, and others to stimulate appropriate referrals, to encourage client participation, and to establish a community support system. May conduct accessibility and job modification surveys to employers. The RS Program Administrator and/or Manager review logs of community activities at least quarterly to determine that outreach goals have been met.</p>
7. <u>5%</u>	<u>E</u>	<p><u>Collaboration</u> Facilitates and participates in DCF collaboration efforts. Assures quality customer service. Promotes and respects the concept of integrated service teams (ISTs), and actively participates in IST meetings as demonstrated by identifying families and/or individuals who could benefit from the IST process, by regular attendance at scheduled meetings, by completing team assignments, and by notifying the coach and the program supervisor in advance when unable to attend. Coordinates resources and makes appropriate referrals within the agency and/or to community partners. Is flexible and uses program expertise to find solutions to customer issues. Provides program specific information to all co-workers and partners as needed. Maintains knowledge and awareness of DCF programs and community resources.</p>

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients and to maintain goodwill. Frequent and continuing contacts are made with department and state administrators to discuss state and federal regulations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients. The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Occasional hazards, risks, or discomforts typical of personal or telephone contact with abusive or hostile clientele. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. The likelihood of injury is remote.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

State vehicle frequently used in field contacts.

Personal computer used daily to meet paperwork demands

Calculator used daily to monitor fiscal resources

Telephone used daily to communicate with staff and others

Copy machine used daily to maintain paper case files

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Vocational Rehabilitation (VR) counselors hired on October 1, 2006 or later are required to meet the educational requirements established by the Commission on Rehabilitation Certification (CRCC) or to have a current Certified Rehabilitation Counselor (CRC) credential. Individuals who have a master's degree in rehabilitation counseling from a program accredited by the Council on Rehabilitation Education (CORE) meet the educational requirements. In addition, individuals may be hired if they have one of the advanced degrees identified below and agree to complete an integrated program of study focused on rehabilitation counseling coursework.

Individuals with master's degrees in rehabilitation, special education, social work, counseling and psychology may be hired if they agree to complete

all of the following graduate level courses:

- **ONE** course with a primary focus on the Theories and Techniques of Counseling
- **ONE** course on Assessment
- **ONE** course on Occupational Information or Job Placement
- **ONE** course on Medical or Psychosocial and Cultural Aspects of Disabilities
- **ONE** course on Community Resources or Delivery of Rehabilitation Services

Individuals with master's degrees in the following disciplines may also be hired, with the condition of completing additional course work: Behavioral Health; Behavioral Science; Disability Studies; Human Relations; Human Services; Marriage and Family Therapy; Occupational Therapy; Psychometrics; or Vocational Assessment/Evaluation. In such cases, All of the following graduate level courses will be required:

- **ONE** course on Theories and Techniques of Counseling
- **ONE** course on Foundations of Rehabilitation Counseling
- **ONE** course on Assessment
- **ONE** course on Occupational Information or Job placement
- **ONE** course on Medical or Psychosocial and Cultural Aspects of Disabilities
- **ONE** course on Community Resources or Delivery of Rehabilitation Services

Individuals with doctoral degrees in the fields listed above may be hired and a transcript review will determine the specific additional coursework to be required.

The timetable for completing the required courses will be identified through an approved, individualized professional development plan. Such a plan must be submitted for approval within 6 months of the employment start date. Coursework must begin no later than the semester immediately following the first year employment anniversary. All required courses must be completed within 5 years of the employment start date. Successfully completing the courses identified according to the deadlines on the professional development plan will be a priority outcome and monitored through the performance evaluation process. Employees may request funding and/or flexible work schedules in order to complete the education requirements. Agency funds and flexible work schedules will be granted dependent on budget availability and agency caseloads.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or
Appointing Authority _____ Date _____